Command Center Manual

Candidate list

Advanced Search

Searching candidate based on qualifications

1. Goto candidate management



2. Click advanced search



3. On the screen the user will see all the available badges or search options to filter the candidate, Here are the following filter that the users can use:

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MAIN MERU	Applicants	List of mo	itch applicants		Show 10 -
Account strates Account Company Prolie User Inter and Remaindeme	Search for the right applicant satisfa to your team Search for the candidate that is best suited for your team List of qualification degree Career and experience level Lessures and experience level			View Resume RAY ALEXIS ACCOUNTS PAYABLE SPECIALIST / ACCOUNTS PAYABLE CLERK Motch: 100% Rote: USD 1895.00	Philippines
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Advanced Search Add Condidate Client Management Client List Add Client Position Kongement HR Management V	Selected skills List of known skills	SEARCH		View Resume REGINALD Match: 100% Rate: USD 1695.00	Philippines
 Interviews & Job Offer List Hired / Employee List Previous Employee List Settings 			(cc)	View Resume KATRINA ALYSSA ACCOUNTS PAYABLE SPECIALIST / ACCOUNTS PAYABLE CLERK	Philippines

- a. "Search for the candidate that is best suited for your team"
 - i. Select category
 - ii. Position
- b. List of qualifications degree
 - i. Level /degree
- c. Career and experience level
 - i. Career level
 - ii. Years of experience
- d. Language proficiency
 - i. Languaged
- e. People management
 - i. Number of direct reports
 - ii. Number of indirect reports
- f. Shift
 - i. Select shift
- g. What is the Monthly budget for this role?
 - i. Rate range from 1000 to up
- h. Skills need for this role
 - i. List of skills

4. Click on each badge to open the drop down and select a value based on your qualifications options.

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5. Click on the badge again to enter your search criteria or click on the search button below the screen.

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Add Candidate

Creating new candidate profile

1. Goto Candidate management

2.



3. Fill up all the required fields

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ACCOUNT SETTINGS	Add candidate		Return to list
👷 Account 🗸	Candidate Details		
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Roles and Permissions	 First name This field is required. 	Last name This field is required.	
MANAGEMENT	Emoil address	Phone number	
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Add Candidate Client Management			
Position Management			
Interviews & Job Offer List			
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Asset Management ADs Management			
BILLING & INVOKES			

4. Click continue

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BILLING & INVOICES			

5. Fill up the required fields in candidate profile

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	SatelliteTeamsOne@amail.com	+63 9083 862054	
MAIN MENU			
Dashboard			
	Candidate Profile		
ACCOUNTSETTINGS	In what field or industry are you pursuing a job role?		
🚓 Account 🗸		~	
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Roles and Permissions			
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MANAGEMENT	which to be die you looking for:		
	Primary job role		
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Position Management			
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Asset Management >	Corper Highlights		
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6. After the user fill up all the requireds fields click done

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MAIN MENU	days	
Dashboard	Highlights	
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Account V		
Company Profile User	Are you willing to be assign to any work schedule?	
Roles and Permissions		
MANAGEMENT	Are you willing to render overtime work?	
👪 Management 🗸		
Candidate Management	Do you have any existing loans and/or obligations with SSS, GSIS and/or PAG-IBIG?	
Client Management		
Position Management	General Assessment	
Asset Management >		
ADs Management		
BILLING & INVOICES		
Billing & Invoices V	Red Flag	
• Billing	Done	
Invoice	You have 21 fields errors	
Payment Facility		

Schedule Interview

Schedule interview using Candidate List

1. Goto candidate list



2. Search the candidate in search box

Satelliteteam	s ≡	E Command Center							¢ 🛛 🕨
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MANAGEMENT									
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 Advanced Search Add Candidate 		2266		Rachel Anne Hilwa Bacarra	+63 9987 338153	removedemail@gmail.	com PHP (0.00	PHP 60000.00
 Client Management Position Management 	>	744		RACHEL ANNE SAMSON	+63 1234 56789	removedemail@gmail.	com PHP :	35000.00	PHP 40000.00

3. Click the name of the candidate in table list under name column

Satelliteteam	s* ≡	Command Center						
MAIN MENU Dashboard	C	andidate list	🔩 Add Candidate 🔒 🎝 Advand	ed search				
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 Candidate List Advanced Search 		2517	Rachel Anne Hilwa Bacarra	+63 9987 338153	r.bacarra@satelliteteams.com	PHP 30000.00	PHP 20.00	
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4. Click Schedule interview

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		1 About						^
		(B)	FULLNAME Rachel Anne Hilwa Bacarra	POSITION Business Analyst	EMAIL r.bacarra@satelliteteams.com	CONTACT NUMBER +63 9987 338153		
Account Company Profile	×		COUNTRY Philippines Address	REGION REGION IV-A (CALABARZON)	STATE RIZAL POSTAL CODE	сітү ТАҮТАҮ		
 User Roles and Permissions 			taytay rizal		425			
MANAGEMENT		Pitch						*
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 Candidate List Advanced Search Add Candidate 		Certificates						× ×
 Client Management Position Management 	>	Schedule interview						_

5. Fill up all the required fields

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MAIN MENU	E Abou	Schedule Interview for Rachel Anne Hilwa	^
Dashboard		Description	
ACCOUNT SETTINGS		psatellitete	CONTACT NUMBER bars.com +63 9987 338153
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Company Profile		dd/mm/yyyy: □ dd/mm/yyyy: □	
User		This field is required. This field is required.	
Roles and Permissions	· · · · · · · · · · · · · · · · · · ·	+ ADD DATE	
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Advanced Search	E) Certi		~
 Add Candidate 		Save	
 Client Management 	> 🖬 Sche		
 Position Management 			

- a. Description
- b. Start date and time
- c. End date and time
- d. Participants
- e. Client if the candidate is for client

6. Click save

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MAIN MENU	About	Schedule Interview for Rachel Anne Hilwa		^
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Company Profile		dd/mm/yyyy: □		ТАҮТАҮ
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Management Candidate Management	د Work exper	Q Search client		~
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Add Candidate Client Management	Er Certificate:	Save		
Position Management				

Schedule interview using Advanced Search

1. Goto Advanced Search



2. Search the candidate by setting up all the available filter

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MAIN MINU	Applicants	List of match applicants	Show 10 -
ACCOUNT SETTINGS	Search for the right applicant suited to your team Search for the candidate that is best suited for your team Sat of qualification degree		
Company Profile	> Career and experience level	No result found.	
Roles and Permissions	> Language proficiency	Showing 1 - 10 of 0	PREV NEXT
MANAGEMENT	> People management		
Management V	> Shift		
Candidate Management	> What is the monthly budget for this role?		
Candidate List	Skills needed for the role		
Add Candidate	Selected skills		
Client Management Position Management	List of known skills		
HR Management			
Asset Management	SEARCH		
Request			
 Settings 			
 Reports 			
ADs Management			

3. Click the name of the candidate on the list of match

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MAIN MENU Dashboard		Applicants Search for the right applicant suited to your team	List of match applicants		Show 10 -
ACCOUNT SETTINOS ACCOUNT • Company Profile • User	ř.	Search for the candidate that is best suited for your team Select category Software Development (Web & M_ × Select coalise	****	View Resume TES ANME WEB DESIGNER Motch: 100% Rate: USD 1095.00	Philippines
Roles and Permissions MANADEMENT Candidate Management	* *	Web Designer × × > List of qualification degree > Career and experience level > Language proficiency		View Resume OFFICE WEB DESIGNER Match: 100% Rate: USD 1195,00	Philippines
Candidate List Advanced Search Add Candidate Client Management Position Management	>	Yeople management Shift What is the monthly budget for this role?		View Resume NAME WEB DESIGNER Match: 100% Pater (ED 1005-00	Philippines

4. Click Schedule interview

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MAIN MENU Dashboard	Applicants	List of match applicants	Show 10 +
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MANAGEMENT Management • Candidate Management • Candidate list • Advanced Search • Add Candidate	List of qualification degree Career and experience level Language proficiency People management Shift	・ ソビミン Elesure OFFICE WEB DESIGNER Watch: 100% Rote: USD 1195.00	Philippines
Client Management Position Management	> What is the monthly budget for this role?		Philippines

5. Fill up all the required fields

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Client Management Position Management	Shift What is the monthly budget for this role? NAME	Philippines

- a. Description
- b. Start date and time
- c. End date and time
- d. Participants
- e. Client if the candidate is for client

6. Click save

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Roles and Permissions	Gelect position	his field is required.	This field is required.	SCHEDULE INTERVIEW	
Management Candidate Management Candidate Management Candidate Management Candidate Mat Advanced Search Add Candidate	List of qual Career and Language People ma	Q Search Client	C Outlook calendar	Verv Resume OFFICE WEB DESIGNER Match: 100% Rate: USD 1195.00) Philippines
Client Management Position Management	> Shift > What is the month	hly budget for this role?		Mew Resume NAME	Philippines

Job offer

Creating Jo contract for candidate

1. Goto Hr management



2. Select Interview & Job Offer list menus



3. Select Job offer tab

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Roles and Permissions	My	y Interview	All Interview	Pre-Screen	Shortlisted	Not-suitable	Job offer				
MANAGEMENT											
👪 Management 🗸 🗸											
 Candidate Management v Candidate List 		Candida	ite list: My	Interview						A	for interview 2
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 Add Candidate 	٩	Search			PDF	<u></u>					Show 10 - Entries
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4. Select the name of the specific candidate/Applicant that you want to create JO contract

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5. On Jo screen you can can edit the **Basic Monthly Salary** and the **Start Date**



6. Click VIEW PDF button to verify and to check the content of the contract

7. After checking the content of the contract you can now save the created JO by clicking SAVE button

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Roles and Permissions				Return to list
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Asset Management ADs Management				OWNLOAD VIEW PDF SAVE

8. After the user save the created JO, On this part of the screen you can also see changes indicator of successfully saved the created JO





Job offer status: CREATED Date: 2022-08-16 16:13:15 User: Ghenry Barbaza Job offer email sent to:

Sending created JO

1. The user need to create JO for the specific candidate and save



2. After saving the created JO, click View pdf

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3. Review first all the contract content then click send

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Hired / Employee List Previous Employee List	the following terms and conditions:	you an employment opportantly analy	09/15/2022
o Settings	1. Position: Front End Developer		
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4. This part of the screen will also update the content as indicator the created JO was sent

5. The candidate will receive a congratulation notification email